

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Natural Sciences)	District 5-Environmental Stewardship Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Biologist	905-800-4680-XXX	06/01/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of the District 5 Environmental Stewardship Branch Chief, a Senior Environmental Planner, the District Biologist is responsible for providing scientific expertise for the Environmental Stewardship Branch with an emphasis on natural resources. The analysis and technical oversight must be performed in compliance with the applicable Federal and State laws and regulations and departmental policy.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Provide Natural Resources technical oversight and analysis for Maintenance Design (Minor B) projects through appropriate biological technical review of Caltrans Minor Maintenance Projects within developed schedules. Participate in field reviews for Maintenance activities and Maintenance Design projects. Make determinations of the appropriate level of natural resources review, and preparation of natural resources technical studies, environmental documents, and applicable permits. Consult and coordinate with State and federal resource agencies ensuring timely review and approval of natural resource technical documents.
30%	E	Provide Natural Resources technical oversight and analysis for Local Assistance projects through appropriate biological technical review of Local Assistance projects within developed schedules. Participate in field reviews for Local Assistance projects. Make determinations of the appropriate level of natural resources review, and review and approve consultant-prepared natural resources technical studies and environmental documents. Ensure that the appropriate natural resource technical document type, costs, and schedule have been incorporated in the planning process. Consult and coordinate with federal resource agencies ensuring timely review and approval of natural resource technical reports and documents. Provide guidance to Local Agencies to facilitate project delivery.
10%	E	Provide Natural Resources technical oversight and analysis for Caltrans Encroachment Permits. Conduct biological reviews of Encroachment Permits within developed schedules. Determine appropriate level of environmental review & analysis, including field reviews, if necessary. Provide oversight of Permit Applicant prepared technical studies, environmental documents, and applicable permits. Provide Environmental Stewardship Branch Chief with comments and recommendations for applicable requirements.
10%	M	Provides Natural Resources oversight and analysis for Transportation Planning documents. Performs technical reviews of Intergovernmental Review, System Planning, and Regional Planning documents.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is not a supervisory position, however, may act on behalf of supervisor in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the ability to create multidisciplinary teams that promote partnering and coordination required to negotiate, plan and implement mitigation for complex highway projects. Teams may require expertise in implementing wildlife connectivity at the ecosystem level and mitigation that promotes recovery of sensitive species including essential habitat and wetlands.

Ability to analyze and interpret complex written documents, as well as scientific papers. Must be able to apply logic and have the ability to convey complex ideas and quality solutions to environmental/transportation problems and assist others in such efforts.

Knowledge of environmental laws and regulations and the associated processes required in developing transportation projects and implementing mitigation. Knowledge of the transportation, environmental, and land use planning principles and practices. Knowledge of the Department's overall project development process, policies, and procedures.

Knowledge of the Department's funding and programming procedures. Incumbent must have effective communication and negotiation skills. Must accurately identify and effectively resolve, with assistance, complex delivery issues.

Must have the ability to effectively deal with colleagues, internal and external agencies, elected official, and the general public in a professional, responsive, diplomatic, and competent manner. Must also be able to work cooperatively in team setting, and display objectivity and effectiveness in the face of controversial issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position is responsible for assisting with Environmental Analysis for biological resources and providing related technical scientific information for consideration in the District 5 Environmental Stewardship program. Failure to prepare environmental documents, technical studies, and permit applications that are accurate and acceptable to Regulatory Agencies, could result in the delay of construction of Maintenance Design and Local Assistance projects, and delay Encroachment Permit processing.

PUBLIC AND INTERNAL CONTACTS

The position requires initiating and participating in public and private meetings with members of the public, resource agencies, District 5 staff, other Districts, Regional staff, and elected officials.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is expected to keep current in respect to changes in environmental laws and procedures, and be flexible in dealing with changing work environments. The incumbent may be required to work under stressful situations, and be able to respond appropriately to irate individuals both in the field and in the office settings. The incumbent is expected to use good judgment and tact, be logical, and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

WORK ENVIRONMENT

While performing the duties of this job, the employee will work in both an office environment with controlled temperatures and in the field. Field work may involve outings in inclement weather, traversing mountainous terrain, and working before or after normal office hours. Office work may require sitting for extended periods of time. Requires travel, sometimes with overnight stays. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. A valid California Drivers License may be required.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE